

Executive Chambers

136 State Capitol
Denver, CO 80203-1792
Phone: (303) 866-2471

February 5, 2007

To: The Governor's Cabinet
From: Jim Carpenter, Chief of Staff
Subject: Approving travel to Washington, D.C.

I do not need to specifically approve travel to Washington, D.C. when you and/or other state employees travel on official government business; you or your designee may approve this travel. I do, however, expect to be informed in advance of all travel to Washington, D.C. including:

- Purpose of travel
- Scheduled or anticipated appointments with congressional members, or his or her staff
- Scheduled or anticipated appointments with federal government department or agency personnel

In addition, any formal communications with Members of Congress or Executive Agencies (testimony, letters, etc.) must be approved in advance by the Governor's Office.

As with other policy issues, our Administration must be well coordinated. Thanks very much.